



Great Falls Job Service Workforce Center
1018 7th St South
Workshop Schedule – November 2013
Call 791-5800 to pre-register

RESUMES and COVER LETTERS that work:

- Formats, styles, and visual appeal
- Grammar, verbiage, and content to include *and exclude*
- Overview of Workforce Center resources available

Tuesday: NOVEMBER 12, 26 10:00–11:30 AM

Basic COMPUTER Literacy:

- Designed for beginners
- Topics: Computer Functions; The parts of a Computer System; The Mouse and Desktop; Intro to Windows and Menus; Intro to Applications & Basic word processing

Wednesday: NOVEMBER 13, 27 10:00–11:30 AM

INTERVIEWING Insights:

- Discussion of various types of interviews
- Preparation suggestions
- Appropriate dress and appearance

Wednesday: NOVEMBER 13, 27 1:30 – 3:00 PM

Jobs ONLINE:

- Registering with Job Service
- Update your profile information
- On-line job searching, specifically jobs.mt.gov

Thursday: NOVEMBER 14, 28 10:00-11:30 AM

WORKIN' it OUT:

- Two and a half day workshop
- Discussion of successful workplace problem-solving skills, conflict resolution, good communications, and decision-making
- Certificate upon completion.

Scheduled: NOVEMBER 5, 6, 7 9–12 noon and 1–4:45
NOVEMBER 19, 20, 21 9–12 noon and 1–4:45

(NOVEMBER 7 AND 21 morning session only, no afternoon session)

DOLLARS & SENSE:

- One day workshop
- Money management tips
- Credit reports and what they mean
- Must pre-register with RDI. Call 761-8721

Tuesday: NOVEMBER 12, 26 9–12 noon and 1–4:45